

CHAPTER 100

GENERAL INFORMATION

- References:**
- (a) DoD Directive 1400.25, “DoD Civilian Personnel Management System,” November 25, 1996
 - (b) Title 5, United States Code, “Government Organization and Employees”
 - (c) Title 5, Code of Federal Regulations, “Administrative Personnel”

A. REISSUANCE AND PURPOSE

This Manual is reissued to implement policy and update responsibilities and procedures for civilian personnel management within the Department of Defense.

B. POLICY

It is DoD policy under DoD Directive 1400.25 (reference (a)) that:

1. DoD civilian personnel policies, procedures, and programs shall balance the legitimate needs of uniformity and flexibility. DoD civilian personnel management Publications shall:
 - a. Be jointly developed in conjunction with the DoD Components and the Civilian Personnel Policy Council.
 - b. Be streamlined and simplified.
 - c. Be issued only if necessary to comply with Executive Orders, law, or regulation, or to assist Civilian Personnel Offices/Human Resource Offices (CPOs/HROs), managers, supervisors, employees, and their representatives with civilian personnel management issues.
 - d. Provide for the optimal delegation of authorities and operating responsibilities to the lowest level practical.
 - e. Be distributed to all CPOs/HROs and, where practical, to managers and supervisors.
 - f. Be automated to the extent practical to include automated administrative processes, decision support systems, and distribution.
2. To the maximum extent practicable, total force management should guide the design of civilian personnel policies. Civilian personnel policies should provide unified direction by the Secretary of Defense, meet the requirements of unified commanders, and develop a shared sense of mission and responsibility among civilian employees and military personnel.

3. Civilian personnel policies, procedures, and programs as set forth in this Manual are binding on all DoD Components. Existing DoD Component civilian personnel policies, procedures, and programs may continue until superseded by law, controlling regulations, new provisions of this Manual, or related DoD Publication provisions.

4. The principles of equal employment opportunity and workforce diversity shall be incorporated into the design and implementation of civilian personnel policies, procedures and programs at all organizational levels.

5. Consistent with workload and mission requirements, the need to create flexible work arrangements that allow employees to better balance their work and other (e.g., family) responsibilities shall be incorporated into the design and implementation of civilian personnel policies, procedures and programs at all organizational levels.

6. DoD managers at all levels shall ensure that they satisfy any obligations to unions representing employees affected by changes to DoD policies, procedures, and programs. Changes that conflict with existing negotiated agreements may not be implemented until the agreement expires or is renewed unless:

- a. The parties agree otherwise; or,
- b. The change is required by law or by a rule or regulation implementing law governing prohibited personnel practices.

C. RESPONSIBILITIES

1. The Deputy Assistant Secretary of Defense (Civilian Personnel Policy) shall:

- a. Issue uniform DoD-wide civilian personnel policies, procedures, programs and guidance, based on DoD Directive 1400.25 (reference (a)), the references cited in that Directive, and this Manual.
- b. Monitor the implementation and effectiveness of this Manual and revise it as appropriate.
- c. Develop model civilian personnel management procedures and programs for DoD-wide use.
- d. Waive provisions of this Manual or other DoD civilian personnel management Publications authorized by DoD Directive 1400.25 (reference (a)), as appropriate.

2. The Heads of the DoD Components shall ensure implementation and compliance with the policies, procedures, and programs set forth in DoD Directive 1400.25 (reference (a)), this Manual, and other DoD civilian personnel management Publications authorized by reference (a).

3. Managers and Supervisors shall, when delegated civilian personnel management authorities, carry out civilian personnel management policies, procedures, and programs as outlined in DoD Directive 1400.25 (reference (a)), this Manual, other DoD civilian personnel management Publications authorized by reference (a), and consistent with applicable negotiated agreements.

D. PROCEDURES

1. Each chapter of this Manual is structured to be self-contained and is prepared for direct use by supervisors, managers, and personnel specialists at all levels.

2. Chapters and subchapters in this Manual are arranged numerically to correspond with applicable sections of 5 U.S.C. (reference (b)) and 5 CFR (reference (c)), wherever possible.

3. New and revised chapters and subchapters of this Manual shall be approved and issued by the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) (DASD (CPP)) as required.

4. The DoD Components shall cancel all internal regulatory material that addresses the same policies and procedures established by this Manual, at the time of such issuance, except where such regulatory material is mandated by negotiated agreements, where authorized by this Manual, or when determined essential by the Component Heads for Component-unique reasons. Component Heads include the Secretaries of the Military Departments, Directors of Defense Agencies with independent appointing authority, and the OSD Director of Administration and Management.

E. SUPPLEMENTATION

1. The need for supplementation to the Manual shall be identified during the joint policy development of each CPM subchapter.

2. In accordance with the policy and philosophy of the Secretary of Defense to streamline and eliminate redundancy in government regulations, supplementation shall be kept to a minimum.

3. When the need for supplementation is identified during policy development, and when Component Heads (as defined in D.4. above) determine that supplementation is essential, Components may supplement the policies, procedures, and programs published in this Manual. Within the Military Departments, the authority to approve supplementation may be delegated to the Assistant Secretary level. No further delegation is authorized. Copies of approved supplementation shall be provided to the DASD (CPP) within 30 days of issuance.

4. When supplementation is specifically prohibited, the restriction will be identified in the individual CPM subchapters.

5. Implementing procedures and programs may be issued at the operating level.

6. The DASD (CPP) shall issue DoD Handbooks, Guides, Pamphlets, and similar DoD Publications, as necessary, to provide detailed procedural, operational, or administrative material

on specific program areas, or to provide model programs on subjects that should be uniform for DoD-wide application.

F. WAIVERS

Requests for waivers to this Manual or other DoD civilian personnel management Publications authorized by DoD Directive 1400.25 (reference (a)) shall be forwarded, with full justification, through command channels, to the DASD (CPP) for appropriate action.